

Kansas Adjutant General's Department – State Human Resources Guidelines

2011

10/2011

REF: KSA 75-2925 – 2945, 75-2935b and 75-2955- KAR 1-6 – Department of Administration Bulletin 03-01

HIRING

Policy:

It is the policy of the Adjutant General's Department to be an equal opportunity employer and to hire individuals on the basis of their qualifications and ability to do the job to be filled. Unless otherwise provided in writing, employment with the Adjutant General's Department is considered to be at will, so that either party may terminate the relationship at any time and for any lawful reason.

Comment:

- (1) Supervisors and department heads who need to fill a job opening or want to add a new job position should submit a Green Sheet (SHRO Transaction Request Form) to the Human Resources Department for approval. All requisitions will be reviewed, but those for new job positions will be evaluated in greater detail before being approved and processed.
- (2) The Adjutant General's Department normally will try to fill job openings above entry level by promoting from within, if qualified internal applicants are available. In addition, the Adjutant General's Department normally will give consideration to any known qualified individuals who are on layoff status before recruiting applicants from outside the organization.
- (3) If candidates from within the Adjutant General's Department are to be considered for job openings, the Human Resources Department will post the openings. Current employee candidates for the openings will be considered and processed.
- (4) If candidates from outside the Adjutant General's Department are to be considered for job openings, the Human Resources Department will be responsible for recruiting the candidates and will use the State of Kansas Civil Service Job website to post all openings. Additional resources available will be CareerBuilder (Cost per posting), advertisement in newspapers, and posting in trade publications if available. (It is the responsibility of the Supervisor and department head to obtain financial approval for advertising the job opening.)
- (5) During the recruitment, hiring, and orientation process, no statement should be made promising permanent or guaranteed employment. All employees of the Adjutant General's Department should be aware that employment with the Adjutant General's Department is at will and should not make any representations otherwise.
- (6) When candidates from outside the Adjutant General's Department are to be considered for job openings, the following procedures should be followed:
 - (a) Any candidate for employment must fill out and sign a State of Kansas application form in order to be considered for hiring. Upon completion of the application, the candidate becomes an applicant for purposes of Adjutant General's Department recordkeeping.
 - (b) The Human Resources Department will consider requests for accommodation of disabilities and religious beliefs and will determine what, if any, accommodation will be

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- (c) Applicants determined to be qualified for consideration for available job openings will be interviewed and given any tests required for the job.
 - (d) The department head has the responsibility to determine whether an applicant has the technical qualifications for the open position and meets the other job-related criteria necessary to perform the job. The decision whether to hire the applicant is to be made by the department head, but also must have the approval of the Human Resources Department.
 - (f) Following a decision to hire the applicant, the Human Resources Department will make a Conditional offer of employment which should include any necessary contingencies or The Human Resources Department then will determine whether the applicant has the legal right to work in the United States and, will process the appropriate security clearance. A prior conviction will not necessarily disqualify an applicant. If the applicant accepts the offer and a medical examination/drug screen is required, the Human Resources Department will arrange it. (See SECURITY CLEARANCE and MEDICAL PROCEDURES)
 - (g) If the security clearance, medical/drug screen, or any other subsequent investigation discloses any misrepresentation on the application form or information indicating that the individual is not suited for employment with the Adjutant General's Department, the applicant will be refused employment.
 - (h) The Human Resources Department is responsible for orientation of new employees and the processing of their employment forms; the supervisor is responsible for any necessary job training.
- (7) A member of an employee's immediate family will be considered for employment by the Adjutant General's Department if the applicant possesses all the qualifications for employment. An immediate family member may not be hired, however, if the employment would:
- (a) Create either a direct or indirect supervisor/subordinate relationship with a family member; or
 - (b) Create either an actual conflict of interest or the appearance of a conflict of interest.

These criteria also will be considered when assigning, transferring, or promoting an employee. For purposes of this policy, "immediate family" includes: the employee's spouse, brother, sister, parents, children, stepchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any other member of the employee's household.

- (8) Employees who marry or become members of the same household may continue employment as long as there is not:
- (a) A direct or indirect supervisor/subordinate relationship between the employees; or
 - (b) An actual conflict of interest or the appearance of a conflict of interest.

Should one of the above situations occur, the Adjutant General's Department will attempt to find a suitable position within the Adjutant General's Department to which one of the affected employees may transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign.

- (9) The Adjutant General's Department is taking affirmative action as required by law to employ and advance in

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employment qualified disabled veterans and veterans of the Vietnam era and qualified disabled individuals. The Adjutant General's Department also is taking affirmative action as required by law to employ and advance in employment qualified individuals without regard to race, sex, religion, or national origin.

- (10) Former employees who left the Adjutant General's Department in good standing may be considered for reemployment. Former employees who resigned without written notice or who were dismissed for disciplinary reasons may not be considered for reemployment.